



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 8, 2013

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2013 NATIONAL ASSOCIATION OF COUNTIES ACHIEVEMENT AWARDS

The National Association of Counties (NACo) has issued a call for entries for its 2013 Achievement Awards. The County of Los Angeles has been very successful over the years in earning recognition for its outstanding and innovative programs. We now ask you to consider your 2013 NACo submissions.

There are 21 program categories ranging from Arts and Historic Preservation, Civic Education and Public Information, Community/Economic Development, Financial Management, Health, Libraries, Risk Management and Transportation. Although some entries may fit into more than one category, NACo requests that entries be submitted in one category only (see attached).

Please remember that NACo's application process requires that the contact information, title, and category of the program be submitted in an online application, as outlined in the attached. We have included guidelines for submitting the NACo application online. *However, the program narrative, a copy of the e-mailed confirmation page, and any supplemental materials must still be sent to NACo via U.S. mail by the Chief Executive Office (CEO).*

Although some County departments have been contacted directly, NACo continues to request that the CEO coordinate the hard copy filing of all County department entries (program narrative, e-mailed confirmation page, and any supplemental materials). Therefore, departments are asked to forward their entries through this Office.

We will send one check to cover all County entries along with the required letter of endorsement. We have been notified that the NACo deadline is February 21, 2013. If your department plans to submit an entry for the 2013 NACo Achievement Awards, please note that the **CEO deadline is February 7, 2013.**

We need to obtain the signature of the Chair of the Board, so it is imperative your submissions are received by February 7, 2013, deadline, in order to be included in the

"To Enrich Lives Through Effective And Caring Service"

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***

All Department Heads
January 8, 2013
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County submission. Please submit an **original, plus two copies of the program narrative, e-mailed confirmation page, and any supplemental materials to:**

Eddie Washington, Acting Director
CEO – Office of Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

Thank you for your active support of this important recognition. If you have questions about the NACo Achievement Awards program, please contact Mr. Washington at (213) 974-1347, or ewashington@ceo.lacounty.gov.

WTF:EFS:MKZ
EW:mr

Attachment

c: Each Supervisor

N:\2013NationalAssociationofCounties(NACO)Achievement Awards

National Association of Counties



2013

Achievement Awards

★ What is the Achievement Award Program?

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs. Outstanding programs from each category may be selected for the Best of Category Award.

★ Eligibility & Criteria

What is Required to Apply?

For each program being nominated, general information and a program summary must be uploaded online. For more information on these application sections, please see the **How to Apply** section.

Who is Eligible to Submit Applications?

Only county government and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted.

What are the Eligibility Standards?

All applications must comply with the four following standards:

1. The program must have become operational after **January 1, 2008**, and must have measurable results.
2. County officials and/or staff, as part of their official duties, must have played a significant role in devel-

oping and implementing the program, with limited assistance from outside technical experts and/or consultants.

3. All steps in the application process must be completed and all application fees must be paid in full by **February 21, 2013 at 11:59 p.m. EST.**
4. The program must meet the conditions outlined in the next section, **Program Criteria.**

Program Criteria

The nominated programs must meet the following criteria:

1. It must do one or more of the following:

- ▶ Offer a new service to county residents, fill gaps in the availability of existing services, or tap new revenue sources;
- ▶ Improve the administration or enhance the cost effectiveness of an existing county government program;

- ▶ Upgrade the working conditions or level of training for county employees;
- ▶ Enhance the level of citizen participation in, or the understanding of government programs;
- ▶ Provide information that facilitates effective public policy making; or
- ▶ Promote intergovernmental cooperation and coordination in addressing shared problems.

2. In the case of a program that is in response to a federal or state law, regulation, or order, the program must go beyond mere compliance with the statute, regulation or order, and must display a creative approach to meeting those requirements.

3. The program must have proven measurable results (e.g. cost savings, enhanced employee productivity, improved constituent service, created better intergovernmental cooperation).

4. The program must be innovative and not rely on the application of techniques or procedures that

Apply online www.NACO.org/AchievementAwards

STEP ONE

Prepare Nomination Summary



STEP TWO

Provide General Entry Information



STEP THREE

Upload Applications Online

*All files must be uploaded by Thursday, February 21, 2013 at 11:59 p.m. Eastern Standard Time.

Your county's programs and the individuals making them successful deserve national recognition ...



are common practice in most counties of similar population size.

5. All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

Ineligible Programs Include:

- Programs designed to influence laws and regulations;
- Certification or accreditation programs;
- Events that ONLY take place one time such as conducting a conference, or formation of a task force or committee;
- Programs that are adopted, whole or in part, from another public or private entity;
- Programs, whole or in part, that have received a previous Achievement Award;
- Programs that involve the automation of a function, the purchase/utilization of new technology/equipment, the construction of a building or the privatization/contracting out of a function;
- Programs that involved the relocation of facilities or

- staff or the hiring of additional staff;
- Programs that ONLY comply with federal or state law, regulation, or order and DO NOT go beyond federal and state requirement; or
- A newsletter publication.

★ How to Apply

Step One – Prepare Nomination Summary

The nomination summary must:

- Have no more than eight typed pages. **Any typed format, single or double space. The file size can be no more than 2MB.**
- Include writing that is clear and concise. **The average reader needs to understand the objectives and judge the merits of the program.**
- Be well written. Address the seven criteria below and have limited grammatical and spelling errors.

- Be converted into PDF format, if PDF converter is available.
- Have measurable results. **Programs could have been implemented a few months to five years ago, but there needs to be outcome measures available.**
- Include the name of the program, the county and state submitting the application, and the page number on the top of each page.
- Address the following seven (optional 9) items below in a number by number format and in the order they are listed.

Failure to address any of these items may result in your application's disqualification.

Page Guidelines

1. Abstract of the Program

In approximately 200 words or less, summarize your program including the program description, purpose and outcomes. **Approximately ¼ page.** *Abstracts of award winning programs will be published, so please make sure the summary is comprehensive and concise.

2. The Problem/Need for the Program

Discuss the problem/need that prompted the development of the program and the county's legal obligation, if any, to take action. **Approximately ¾ page.**

3. Description of the Program

Provide a description of the nominated program, including its objectives, time frame for development and implementation, clientele being served, county's role in

Award Categories

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|---|--|
| 1. Arts and Historic Preservation | 12. Health |
| 2. Children and Youth | 13. Human Services |
| 3. Civic Education and Public Information | 14. Information Technology |
| 4. Community/Economic Development | 15. Libraries |
| 5. County Administration and Management | 16. Parks and Recreation |
| 6. Court Administration and Management | 17. Personnel Management, Employee Training and Employee Benefits for county employees |
| 7. Criminal Justice and Public Safety | 18. Planning |
| 8. Emergency Management and Response | 19. Risk Management |
| 9. Employment and Training for county residents | 20. Transportation |
| 10. Environmental Protection and Energy | 21. Volunteers |
| 11. Financial Management | |

division and implementing the program, and contribution, if any, of other partners (e.g. state and federal government, consultants, private partner(s)). **Approximately 2 to 3 pages.**

4. Responding to Economic Downturn (Optional)

If applicable, describe how this program responded to recent county budget constraints or addressed the county's new economic reality. **Approximately ¼ page.**

**This question is optional and may not apply to your program(s).*

5. Use of Technology

Describe all items of technology that your program utilized in its implementation. This could include intranet, internet, websites, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in a list or paragraph format. This information will be useful in helping NACo identify the role information technology plays in local community programs. **Approximately ¼ page.**

**There is not a set amount of technology your program needs to include.*

6. The Cost of the Program

Describe both the operating and capital costs incurred in developing and implementing the program. List all costs that would be incurred by a county attempting to replicate the program. **Approximately ¼ to 1 page.**

7. The Results/Success of the Program

Provide a description of the results and the success of the program in meeting its objectives. Include specific

examples and outcome measures. **Approximately ¼ to 1 page.**

8. Worthiness of an Award

Give justification for why this program meets outlined criteria and should be awarded a 2013 Achievement Award. **Approximately ¼ to ½ page.**

9. Supplemental Materials (optional)

Supplemental materials such as pictures and charts may be uploaded in a separate PDF document once you complete the check-out process.

Step Two – Provide General Entry Information

1. Contact Information

The person named as the contact should be the primary contact for this program. All correspondence and communications about the program will be directed to the contact person. A link to the online application system can be found at www.naco.org/achievementawards. To complete the application process, each person must have a log in (your email address). If your email address is not registered in the NACo database, please follow the directions to create a log in. It may take up to 24 hours to verify the information and for the log in information to be emailed to you.

Once logged in, your contact information will automatically populate the online application form. If you are submitting the application on behalf of another person in your county, you may indicate the other person as the primary contact at this time. This primary contact will

then be designated to receive all correspondence and communication about the application.

2. Program Information

Program Title: Should your program win an Achievement Award, the program title you provide is exactly what will appear on the certificate. The title should be no more than 75 characters and should not include the county name. The county name automatically appears on the certificate.

Program Category: Please choose one category from the list. Note that the selection of a program category should be determined by the content of the program, not by the organizational department. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.

Abstract: In approximately 200 words or less, summarize your program including the program description, purpose and outcomes. Abstracts of award winning programs will be published, so please make sure it is comprehensive and concise. The abstract must also be included in the nomination summary file uploaded after check-out.

Terms and Conditions: All applicants must agree to the following terms and conditions in order to continue with the application process: By agreeing to these terms and conditions, the chief elected official of the county certifies that this program is conducted in accordance with any applicable local, state, and/or federal laws. In addition, the CEO certifies that this program is operated as described in the submitted award applications.

All files must be uploaded by Thursday, February 21 at 11:59 p.m. Eastern Standard Time.

3. Payment Options

The fee for each application is \$60 for a member county and \$150 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office.

There are two payment options for the Achievement Award applications. Any application received without payment will not be processed.

1. Online: Payment by credit card may be made through online payment system. Once submitted, a receipt will be emailed to the email address provided.
2. By Mail with Credit Card or Check, Voucher, or Purchase Order: Please attach the check or voucher/ purchase order to the emailed invoice along with any relevant instructions regarding this type of payment. (Please specify if an invoice referencing the PO number must be sent and to whom it should be addressed).

Please mail payment and invoice to:

2013 Achievement Awards
National Association of Counties
25 Massachusetts Ave, NW
Suite 500
Washington, DC 20001

Questions?

If you have any questions about the Achievement Award process, you may visit our Frequently Asked Questions page at www.naco.org/achievementawards or contact Katie Bess in the Research Division at kbess@naco.org or 202.942.4215.

Step Three – Uploaded Applications Online

After submitting the general entry information and completing the check-out process, you can upload application materials by following the link at the bottom of the payment confirmation page or by following the link in the email confirmation.

On the **View Submitted Entries** page, there are options to **Upload New Files** and **Manage File Uploads** for each award entry. Click **Upload New File** to upload a PDF file of the program summary. In addition, supplemental materials in PDF form may be uploaded at this time.

Under the **Manage File Uploads** option, files may be deleted if they were inadvertently uploaded and/or additional files may be uploaded.

All files must be uploaded by Thursday, February 21, 2013 at 11:59 p.m. Eastern Standard Time.

★ Notification

The primary contact person will be notified in June regarding the judges' decision on the application. If a nominated program is selected for an Achievement Award, notice will also be sent to the county's Chief Elected Official. Certificates for winning programs will accompany the notification letters. Both the primary contact and the Chief Elected Official will receive a copy of the certificate.

About NACo

The National Association of Counties (NACo) is the only national organization that represents county governments in the United States. Founded in 1935, NACo provides essential services to the nation's 3,068 counties. NACo advances issues with a unified voice before the federal government, improves the public's understanding of county government, assists counties in finding and sharing innovative solutions through education and research, and provides value-added services to save counties and taxpayers money. For more information about NACo, visit www.naco.org.



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